



Academic Year 2018-19

CLASS Hospitality Pre-Approval Form

For hospitality requests between July 1, 2018 through June 30, 2019

Instructions

All hospitality in CLASS requires pre-approval by the College Dean or his/her delegate. To obtain pre-approval, complete the form below. When finished, print, sign (wet signature), and submit a hard copy to Alicia Wilkins in MB 1511 no later than 30 days before the date the hospitality is to occur. Hospitality requests submitted after this window of submission may be denied or returned.

HOSPITALITY DETAILS					
NAME OF EVENT					DATE OF EVENT (M/D/YY)
DESCRIPTION OF EVENT (100 WORDS OR LESS)					
HOSPITALITY RECIPIENTS (SELECT ALL THAT APPLY)					
<input type="checkbox"/> University Employees <input type="checkbox"/> University Students <input type="checkbox"/> Guests of the University <input type="checkbox"/> General Public					
COST DISTRIBUTION (ATTACH AN ESTIMATED SUMMARY OF EXPENSES OR QUOTE FROM A VENDOR)					
Fund	DeptID	Program	Class	Project	Amount
TOTAL					

REQUESTOR INFORMATION		
DEPARTMENT CHAIR	SIGNATURE	DATE (M/D/YY)
COLLEGE APPROVAL		
DEAN	SIGNATURE	DATE (M/D/YY)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Returned		
ADDITIONAL COMMENTS		

